

ALPENA TOWNSHIP – BOARD OF TRUSTEES
REGUAR SESSION – DECEMBER 05, 2016 - 7pm
MINUTES

The Alpena Township Board of Trustees met in Regular session on Monday December 05, 2016 at 7 pm at the Alpena Township Offices, 4385 US 23 North, Alpena, Michigan.

Present:	Supervisor Nathan Skibbe Treasurer Laura L. Ellery-Somers Clerk Karie K. Bleau Trustee Cash Kroll Trustee Norm Poli Trustee Nate Thomson Trustee Matt Dunckel
Absent	None
Others present:	Attorney James Florip

ADOPT AGENDA: Motion made by Trustee Dunckel and supported by Trustee Poli to adopt the agenda as presented with additions under New Business regarding the banking resolutions for First Federal and other institutions to add both Deputies to the accounts and to increase staff hours for two employees. All in favor. Motion carried.

PUBLIC COMMENT:

Joan Smolinski addressed the Board regarding the status of an ordinance for burning debris. Supervisor Skibbe commented on his intent to make a site visit tomorrow and will follow up directly with Mrs. Smolinski. Russ Rhynard congratulated the new Board members and advised of his desire to see the Board function as it's intended, not as a monarchy as in the past. Bev Pusateri addressed the Board regarding a blight issue in her neighborhood. Larry Clark addressed the Board regarding the design study for South Bay Corridor and reported the status of their fundraising efforts to raise the necessary funds to match their grant award.

MINUTES APPROVED: Motion made by Trustee Dunckel and supported by Trustee Kroll to approve the minutes of November 22, 2016 as presented. Motion carried by unanimous vote.

PRESENTATION: Aaron Flick of 1010 Technology gave a presentation on the importance of updating the Township's IT network. Doug Chroniger presented information regarding an assessment of the Township's hardware, server administration, network design, offsite data storage and the opportunities for onsite and offsite software training that their company could provide. 1010 Technology also provided a comprehensive list of technological shortfalls that they identified within the Township during their onsite assessment including the lack of security, staff using personal email addresses for Township business and the need for digitizing current paper records. Their immediate recommendation is to replace three computers for the Fire Dept at a cost of \$1,845.75 for Dell products or \$2,083.80 for Lenovo products. The Board was advised that they will provide an estimate in advance for specific future projects and that

all other services will be billed at an hourly rate. Trustee Dunckel requested references, which they will provide.

CORRESPONDENCE: A motion was made by Dunckel and supported by Trustee Thomson to receive and file the following correspondence: Alpena Township - Financial Statement, the Alpena Township Planning Commission minutes of November 21, 2016, Alpena County Road Commission minutes of November 1, 2107, 2017 Schedule of Meetings and Holidays and Boards and Commissions Contact Information. Motion carried by unanimous vote.

OLD BUSINESS:

A proposal for the phone system upgrade was reviewed. A motion was made by Clerk Bleau and supported by Trustee Dunckel to table until further notice. Motion carried by unanimous vote.

A proposal and designs for a new sign for the front of the building was reviewed by the Board of Trustees. A motion was made by Trustee Poli and supported by Trustee Dunckel to table until budget time. Trustee Dunckel requested that it be noted that he likes design #8. Motion carried by unanimous vote.

The FLSA and Salary Overtime Law issue was revisited, as a Federal Court ruling has blocked the regulation. A motion was made by Trustee Poli and supported by Clerk Bleau to rescind the motion regarding this issue made at the November 22, 2016 meeting by Trustee Dunckel and supported by Trustee Thomson. Motion carried by unanimous vote.

NEW BUSINESS:

Compliance of the new FOIA laws requires the Board of Trustees to appoint a FOIA Coordinator. A motion made by Trustee Dunckel and supported by Treasurer Ellery-Somers to name the Alpena Township Clerk, Karie Bleau as the FOIA Coordinator and the Deputy Clerk to act as the FOIA Coordinator in the absence of the Clerk. Motion carried by unanimous vote.

The John Hancock Group Pension Plan requires a resolution to appoint the Clerk, Karie Bleau as the Administrator of the plan. Motion made by Treasurer Ellery-Somers and supported by Trustee Kroll to allow Supervisor Skibbe to sign the resolution naming Karie Bleau, Alpena Township Clerk as the Plan Administrator. Roll call vote taken: Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

Clerk Bleau announced that she has selected Kelly Kujawa to serve as Deputy Clerk until the end of the fiscal year March 31, 2017.

Clerk Bleau presented a recommendation from the Michigan Township Association that the Clerk and Treasurer be authorized to process payroll and all associated liabilities, utility bills and other recurring bills and invoices with due dates prior to the Board meeting that would incur late fees or penalties without the review and consent of the Board. And to authorize a maximum spending amount, allowed by the Supervisor, Clerk, Treasurer and Department Heads without the review and consent of the Board. A motion was made by Trustee Poli and

supported by Trustee Thomson to authorize Clerk Bleau and Treasurer Ellery-Somers to process payroll and all associated liabilities, utility bills and other recurring bills and invoices with due dates prior to the Board meeting that would incur late fees or penalties without the review and consent of the Board. And to set a maximum spending amount of \$500 per Department Head and to authorize Supervisor Skibbe to approve emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the Township. A process for emergency purchases was discussed and will be established. Roll call vote was taken: Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe Naves: none. Motion carried.

Clerk Bleau presented the 2015-2016 Fiscal Year audit reported dated September 12, 2016. A motion was made by Trustee Thomson and supported by Trustee Dunckel to accept the audit report for Fiscal year 2015-2016 as presented. Motion carried by unanimous vote.

Supervisor Skibbe informed the Board that First Federal requires their own resolution once again to add the Deputy Clerk and Deputy Treasurer as signers to the accounts. Motion made by Trustee Poli and supported by Trustee Thomson to authorize Supervisor Skibbe to sign the resolution for First Federal adding the Deputies to the accounts. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Naves: none. Motion carried.

Supervisor Skibbe informed the Board that all other financial institutions require a resolution to add the Deputy Clerk and Deputy Treasurer as signers to the accounts. Motion made by Trustee Thomson and supported by Trustee Kroll to authorize Supervisor Skibbe to sign a blanket resolution for all other financial institutions adding the Deputies to the accounts. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Naves: none. Motion carried.

Supervisor Skibbe requested that the Board allow the 2 clerical staff that are currently only allotted 35 hours per week to be allowed to work 40 hours per week. Motion was made by Treasurer Ellery Somers and supported by Clerk Bleau to authorize the clerical staff to work 40 hours per week. Roll call vote was taken. Ayes: Trustee Dunckel, Treasurer Ellery Somers, Clerk Bleau, Trustee Thomson, Trustee Poli, Trustee Kroll, Supervisor Skibbe. Naves: none. Motion carried.

Treasurer Ellery-Somers requested permission to seek bids for an audit to be performed from April 1, 2016-November 20, 2016. Supervisor Skibbe added his request for a forensic audit to be performed. Motion was made by Treasurer Ellery Somers and supported by Trustee Poli to seek bids for an audit. Roll call vote was taken. Ayes: Trustee Dunckel, Treasurer Ellery Somers, Clerk Bleau, Trustee Thomson, Trustee Poli, Trustee Kroll, Supervisor Skibbe. Naves: none. Motion carried.

Treasurer Ellery Somers requested reimbursement for attending 2 MTA trainings. Clerk Bleau requested reimbursement for attending a MTA training. A motion was made by Trustee Poli and supported by Trustee Dunckel to reimburse Treasurer Ellery Somers and Clerk Bleau for the training costs as presented. Roll Call vote was taken: Ayes: Trustee Dunckel, Treasurer Ellery

Somers, Clerk Bleau, Trustee Thomson, Trustee Poli. Nays: Trustee Kroll, Supervisor Skibbe. Motion carried.

Clerk Bleau presented information and details regarding the BS&A presentation and proposal for providing software for Tax Collection, Accounting, Cash receipting and Payroll. Much discussion followed regarding how the purchase will be funded. The Board would like the Supervisor, Clerk and Treasurer to examine the budget and determine how to fund this upgrade and report to the Board on December 12, 2016 when a special meeting will be held to make a final decision regarding this purchase. Motion was made by Trustee Thomson and supported by Trustee Dunckel to table this issue until the special meeting on December 12, 2016 at 6pm. Motion carried by unanimous vote.

DEPARTMENT REPORTS:

Fire Department Report: Chief Kevin Osbourne informed the Board about the state of the Fire Department including: the need for the annual Active 911 invoice to be paid and then we can seek reimbursement from the County. The Clerk will move forward with resolving this issue as soon as an invoice is presented. Chief Osbourne informed the Board about some repairs that are needed on Engine 1 and recommended having Alpena Diesel repair the brakes and other recommended repairs from the DOT inspection. These repairs will be paid from the Equipment Maintenance line item # 101.336.758.00. Motion was made by Trustee Dunckel and supported by Trustee Kroll pay the invoice for the annual Active 911 invoice once it is presented to the Clerk and to have the repairs made to Engine 1 by Alpena Diesel. Roll call vote was taken: Ayes: Trustee Dunckel, Treasurer Ellery Somers, Clerk Bleau, Trustee Thomson, Trustee Poli, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

Chief Osbourne also reported that the garage door opener at South Side Fire Station is failing and is in need of repair. He sought 3 bids for the repair, that he presented to the Board with a recommendation to accept the lowest bid from Dave Schultz Construction at \$855.00 for the repair to be paid from line item # 101.336.931.00 Motion was made by Trustee Dunckel and supported by Trustee Thomson to accept the bid from Dave Schultz for the garage door opener repairs at South Side Fire Station. Roll call vote was taken: Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: None. Motion carried.

Chief Osbourne reports that Bravo 2 was sent in for evaluation of an oil leak, but the actual problem is a fuel leak. The repair is going to cost in excess of the \$500.00 limit, the Chief has a verbal estimate of \$700.00, but does not have a written estimate. He will meet with Supervisor Skibbe to discuss a remedy for this repair.

Water Department: – DPW Director Jerry Bleau reported that William Ross has submitted a letter contesting the true up on his property. DPW Director Bleau informed the Board of his belief that the bill is accurate and the true up debt is owed by Mr. Ross. Mr. Bleau advised the Board that the customer (Mr. Ross) can choose to have the meter tested at the cost of \$50.00 upon written request to the DPW Director

DPW Director Bleau presented to the Board a bid from Swartz Excavating for snow removal of the Bi Path for the 2016/2017 winter season at \$55 per occurrence. Supervisor Skibbe requested that Mr. Bleau seek 2 more bids for comparison.

Mr. Bleau withdrew his request to attend a training in Gaylord, MI on Dec 8, 2016.

Mr Bleau also reported that he would like the Board to approve the amended Water Service Installation Policies as written. Motion made by Trustee Dunckel and supported by Trustee Thomson to approve the amendments as recommended by DPW Director Bleau. Motion carried by unanimous vote.

PUBLIC COMMENT:

Larry Clark addressed the Board to thank the Board and DPW Director Bleau for giving consideration to snow removal for the Bi Path particularly along US 23 South. Marie Twite asked the Board if there was approval of the minutes for November 22, 2016 meeting.

PAYMENT OF BILLS: A motion was made by Trustee Dunckel and supported by Clerk Bleau to pay the bills. Roll call vote was taken: Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: None. Motion carried.

CLOSED SESSION: A motion was made by Trustee Dunckel and supported by Trustee Poli to move into closed session for Attorney/Client Privileged Information Pending Litigation - Water/Sewer. Roll call vote was taken: Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: None. Motion carried.

OPEN SESSION: A motion made by Clerk Bleau and supported by Treasurer Ellery Somers to move into open session. Roll call vote was taken: Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: None. Motion carried.

ADJOURNMENT:

Motion made by Clerk Bleau and supported by Trustee Kroll to adjourn. All in favor. Motion carried. Meeting adjourned at 9:31 p.m.

Karie K. Bleau

Karie K. Bleau
Alpena Township Clerk

12/12/2016

Date